

**COMMONWEALTH OF VIRGINIA  
EMERGENCY SHELTER GRANTS PROGRAM**

**2004  
PROGRAM DESIGN**  
*July 1, 2004 to June 30, 2005*

*SHARE Federal Shelter Grant*



**Department of Housing and  
Community Development**

The Jackson Center  
502 North 2<sup>nd</sup> Street  
Richmond, Virginia 23219

**VIRGINIA EMERGENCY SHELTER GRANTS PROGRAM  
2004 Program Design**

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## Introduction

The Virginia Emergency Shelter Grants Program (ESG) provides funding through the SHARE Federal Shelter Grant for operations to local government and nonprofit providers of emergency shelter and/or transitional housing for the homeless, and funding for prevention and essential services to local government and nonprofit providers of emergency shelter and/or transitional housing for the homeless, community action agencies, public housing authorities, planning district commissions, local departments of social services, local departments of health, area agencies on aging, faith based organizations, community action agencies, and nonprofit housing organizations.

ESG is funded under the McKinney-Vento Homeless Assistance Act, through the U. S. Department of Housing and Urban Development (HUD). As stated in Federal Register Part II 24 CFR Part 576, the program is designed to be the first step in a continuum of assistance to enable homeless individuals and families to move toward independent living as well as to prevent homelessness. ESG has been administered by the Virginia Department of Housing and Community Development (DHCD) since 1989.

The 2004 Program Design includes goals and objectives, projected use of funds, and the method of fund distribution.

Proposed activities were presented at public hearings through the Consolidated Plan and Action Plan process and included in the draft Plans.

DHCD contact information is:

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DHCD reserves the right to amend any portion of the 2004 Program Design affected by any Federal regulations that become effective subsequent to its preparation.

This document is available to all eligible recipients and other interested parties.

<b>Changes for 2004 Program Design</b>
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- \$150,000 has been set-aside to continue the funding for two (2) pilot programs awarded during fiscal year 2003 under prevention and essential services categories for a regional system of outreach, intake and assessment, service referral and case management. Awards in 2003 were made prior to notification of a \$74,486 recapture by HUD, which impacted funds available for the projects.

<b>Purpose of Emergency Shelter Grants Program</b>
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**PURPOSE OF PROGRAM**

ESG is funded under the McKinney-Vento Homeless Assistance Act. As stated in Federal Register Part II 24 CFR Part 576, the program is designed to be the first step in a continuum of assistance to enable homeless individuals and families to move toward independent living as well as to prevent homelessness.

## **Purpose of Emergency Shelter Grants Program**

### **DHCD Program Goals and Objectives**

Goal: Reduction in number of families and individuals experiencing homelessness.

Strategy: To assist homeless and at-risk families and individuals outside entitlement areas by providing supportive services and/or adequate shelter facilities.

#### **OBJECTIVE A**

To provide funds for operations and staff costs (not to exceed 10% of the award) for operating emergency shelter and transitional housing facilities to at least 80 recipients, providing a minimum of 2,400 beds for the homeless.

##### **STRATEGIES AND EXPECTED RESULTS**

Provide financial and technical support for operations of emergency shelters, including day shelters and winter shelters, and transitional housing facilities to result in adequate shelter for homeless individuals and families.

Performance Outcome:

- A minimum of 30% of the homeless households served in emergency shelters in fiscal year 2004 will move into transitional or permanent housing.
- A minimum of 75% of the households who are housed in a transitional housing program in fiscal year 2004 will move to permanent housing.

Measures:

- Number of homeless persons able to secure permanent housing/or number of formerly homeless persons living in a safe and suitable living environment
- Percentage of individuals moving from shelters into permanent housing

#### **OBJECTIVE B**

To assist non-metropolitan areas in improving services to at-risk and homeless individuals and families through a comprehensive regional system of outreach, intake, assessment, service referral and case management.

##### **STRATEGIES AND EXPECTED RESULTS**

Provide financial and technical support for comprehensive services and assistance to result in a decreased number of evictions and foreclosures that cause homelessness and in decreased lengths of episodes of homelessness as part of the pilot project to address rural homelessness.

Performance Outcome:

- Homelessness averted for 2,400 households through state-supported homeless intervention prevention programs
- At least 100 households in rural areas avert homelessness through the pilot programs

Measures:

- Number of households who averted homelessness through temporary assistance programs

## **USE OF FUNDING IN FEDERAL FISCAL YEAR 2003**

The Commonwealth of Virginia's allocation of ESG funds in federal fiscal year 2003 was distributed as follows:

State Administration	\$ 63,400
Local Government Administration	\$ 3,925
Operations	\$1,279,189
<b>TOTAL</b>	<b>\$1,346,514</b> (reduced by recapture of \$74,486)

Remaining Operations funding will be used for re-imbursement of eligible expenditures prior to June 30, 2003, or for special projects in the following grant year.

## **ANTICIPATED USE OF FUNDING IN FEDERAL FISCAL YEAR 2004**

In federal fiscal year 2004, Virginia's ESG funding will be allocated to four principal categories of usage: Administration, Operations, Prevention and Essential Services.

### **Administration**

Up to 5% of the Virginia ESG allocation will be used for program administration purposes. Program administration will be shared with local government recipients based on 5% of their total award for operations. The remaining amount will be used for state program administration purposes.

### **Operations**

Up to 85% of the Virginia ESG allocation will be used for operations of emergency shelter, day shelter, and transitional housing facilities.

### **Prevention**

Up to 10% of the Virginia ESG allocation will be used for prevention activities.

### **Essential Services**

Up to 10% of the Virginia ESG allocation will be used for essential services.<sup>1</sup>

## **DISTRIBUTION METHODOLOGY**

Funding available in the non-competitive Operations category will be awarded on a formula basis for applications received by the April 30, 2004 deadline. The amount for this category will be divided by the number of eligible beds, resulting in a per bed award for the year. Each recipient or project sponsor will receive an award determined by the number of eligible beds the applicant provides for homeless persons, pro-rated for the number of months the facility will be used to house homeless persons, or a percentage (50%) of the average daily attendance at day shelter programs.

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<sup>1</sup> The total amount for Prevention and Essential Services will be up to 15% of the total ESG allocation. Neither activity will exceed 10% of the ESG allocation.

<b>Funding and Distribution Methodology</b>
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Award letters will be provided to recipients by June 15, 2004. Grant agreements will be provided by June 30, 2004.

By April 30, 2005, DHCD will review all requests for ESG reimbursements. Recipients who have not requested all awarded funds for FY2004 will be contacted. Funds not used during the grant year will be carried over into the next year's funding or reallocated to current recipients for operations or special projects.



## **CITIZEN PARTICIPATION REQUIREMENTS**

The Emergency Shelter Grant program (ESG) is a part of DHCD's Consolidated Plan process. The citizen participation requirements are as stated in the DHCD Citizen Participation Plan.

The State is required to adopt a Citizen Participation Plan that sets forth the State's policies and procedures for citizen participation in the development of the State's Consolidated Plan, any substantial amendments to the plan, and the annual performance report. Before adoption of the citizen participation plan, the State will make the plan public by notifying each unit of local government and Planning District Commissions, and through the Department's mailing list of citizens, organizations, and service providers. The State adopted its current plan as part of its FY2003-2005 Consolidated Plan.

It is the intent of the citizen participation plan to provide for and encourage citizen participation in the development of the Consolidated Plan, any substantial amendments to the plan, and performance reports. Especially encouraged to participate are low-and moderate-income (LMI) persons, particularly those having in slum and blighted areas and by residents of LMI neighborhoods, including minorities and non-English speaking persons, as well as persons with disabilities.

## **ACTION PLAN**

An Annual Action Plan is prepared for each year covered by the Consolidated Plan. The Action Plan for the federal fiscal year 2004 will be submitted to the U.S. Department of Housing and Urban Development (HUD) before May 15, 2004. The Action Plan contains information on federal and other resources expected to be available to address the priority needs and objectives of the Consolidated Plan and a description of state's method of distribution of funds received from HUD, in addition to other items. The process for preparing the 2004 Action Plan and Program Designs included three forums held in November and December of 2003 that provided input as to the State's method of distribution for its various housing, community development, and shelter programs. The State consulted with local service providers on proposed ESG design and method of distribution, as well as other ESG issues. These forums provided an opportunity for local governments and service providers to offer comment on State strategies to address the needs of the homeless. A public hearing is scheduled for April 1, 2004.

Additionally ESG programs support the Commonwealth's comprehensive Action Plan on Ending Chronic Homelessness, which was presented for comment to the Greater Virginia Peninsula Continuum of Care Council, the Northern VA Coalition for the Homeless, the Virginia Mental Health Planning Council, and the Virginia Interagency Action Council on Homelessness during February 2004.

In addition, the 2004 Emergency Shelter Grant Program Design will be made available in PDF format on the agency's web site: [www.dhcd.virginia.gov](http://www.dhcd.virginia.gov).

**Public Review of Documents**

The following documents are available to the public (citizens, public agencies, and to interested parties) at DHCD's offices, if DHCD first receives a request for the document five (5) working days in advance: the Consolidated Plan, any substantial amendments to the Plan, the performance reports records relating to the foregoing three documents, and the state's use of assistance available under Community Development Block Grant, HOME, Emergency Shelter Grants, and Housing Opportunities for People with AIDS programs during the five-year period preceding the year of the request. These documents are available upon request in a form accessible to persons with disabilities: the Consolidated Plan, substantial amendments to the Plan, and performance reports.

**Complaint Process**

The State provides a substantive, written response to written complaints regarding the Consolidated Plan, substantial amendments to the Plan, and performance reports within fifteen (15) working days, where practicable.

## **REGIONAL PROJECTS**

Awards for activities under the operations category are made for individual shelter facilities. There is no requirement for a regional approach.

The pilot project for activities under the prevention and essential services categories requires a regional system of outreach, intake and assessment, service referral and case management. Applications to provide prevention and essential services in single jurisdictions are not eligible for consideration.

## **PROGRAM INCOME**

Program income means gross income directly generated by a grant supported activity, or earned only as a result of the grant agreement during the grant period. It is not expected that activities under the operations, essential services and prevention categories generate any program income.

## **CONTRACT/GRANT AGREEMENT PROCESS**

Award letters and Grant Agreements for non-competitive funding under the operations category will be provided to recipients prior to the beginning of the state fiscal year, July 1, 2004. Amendments increasing or decreasing the awards may be necessary during the grant year if the number of beds available to the homeless is changed or not fully utilized during the grant year.

Award letters and Grant Agreements for activities under the prevention and essential services categories will be provided to recipients by August 31, 2004. If necessary, DHCD will negotiate elements of the application that require enhancements or changes within 30 days of the award.

## **COMPLIANCE PERIOD**

***Operations and Essential Services:*** Recipients must carry out the assisted activities for the period during which ESG assistance is provided. Recipients may use a different site or shelter during this period, as long as the same general population is served. The term general population means either the same types of homeless persons originally served with ESG assistance or persons in the same geographic area.

***Prevention:*** Use of ESG funds for developing and implementing homeless prevention activities does not trigger period of use requirements.

## **DISPLACEMENT**

It is not expected that activities under the operations, prevention and essential services categories will cause any displacement of persons (families, individuals, businesses, nonprofit organizations, and farms) as a result of a project assisted with the Virginia ESG Program.

**PAYMENTS**

A recipients initial request for funds in the grant year may include a working capital advance for 30 days' cash needs or an advance of \$5,000, whichever is greater. Thereafter, the recipient will be reimbursed for the amount of its actual cash disbursements. Requests may not be submitted more often than once each month. If a working capital advance is requested, it must be based on a realistic, firm estimate of the amounts required over the 30-day period in payment of eligible activity costs.

DHCD will make prompt payments pending confirmation that performance expectations are being met, and upon receipt and approval of all grant-related documents.

**DHCD TECHNICAL ASSISTANCE**

DHCD will provide technical assistance through telephone conversations with individual recipients, monitoring/site visits, e-mail messages, and information posted on the agency's web site.

Specialized training related to nonprofit organizations and providers of shelter for the homeless will be available as part of the annual Governor's Housing Conference in November 2004.

**PLANNING DISTRICT COMMISSION REVIEW**

Local government recipients must comply with the Code of Virginia § 15.2-4213. This section of the Regional Cooperation Act requires that Planning District Commissions be notified by local governments of applications for state or federal aid. It is the responsibility of a local government applicant to notify the Planning District commission of its application.

<b>State Fiscal Year 2004 SHARE Federal Shelter Grant Operations of Shelter Facilities</b>
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## **OPERATIONS OF SHELTER FACILITIES**

### **Background**

Virginia's ESG program, the SHARE Federal Shelter Grant (ESG), is designed to support the operations of emergency shelter, day shelter, winter shelter, and transitional housing facilities in non-entitlement areas of the Commonwealth. ESG offers grants for the costs of operations of programs for the homeless and staff costs for operations of facilities that do not exceed ten percent (10%) of the ESG award.

ESG funding for operations benefits local government and nonprofit providers of emergency shelter and transitional housing for homeless families and individuals in non-entitlement jurisdictions in Virginia. However, the primary beneficiaries are homeless families and individuals residing in facilities that receive ESG support.

Operations' funding totaling \$1,178,066 will be available on a non-competitive, per bed basis. Per bed awards are determined based on the number of eligible beds the applicant provides for homeless persons, pro-rated for the number of months the facility will be used to house homeless persons, or a percentage (50%) of the average daily attendance at day shelter programs.

DCHD will provide operations funding to all eligible applicants. DHCD anticipates funding for at least 80 recipients, providing a minimum of 2,400 beds for the homeless.

By April 30 of each year, DHCD will review all requests for ESG reimbursements for current year operations. Recipients who have not requested all funds awarded for that fiscal year will be contacted. Funds not used during the grant year will be carried over into the next year's funding or reallocated to current recipients for operations or special projects.

### **Application Process**

#### ***How to Apply***

Application for ESG funding for operations will be combined with an application for three additional shelter-based programs administered by DHCD. A notice stating that the application is available will be mailed to the previous year's recipients and other shelter providers who expressed interest in funding. The application will be posted on the agency's web site.

#### ***Application Due Date***

The application will be due no later than 5:00 PM, April 30, 2004.

#### ***Eligible Applicants***

Eligible applicants are incorporated nonprofit organizations and local governments in non-entitlement jurisdictions in Virginia who provide emergency shelter, transitional housing and/or day shelter programs for homeless persons within the Commonwealth of Virginia.

No applicants in the U. S. Department of Housing and Urban Development (HUD) designated entitlement cities of Norfolk, Portsmouth, Richmond, Roanoke and Virginia Beach and entitlement counties of Arlington and Fairfax will be considered for ESG funding.

<p style="text-align: center;"><b>State Fiscal Year 2004 SHARE Federal Shelter Grant Operations of Shelter Facilities</b></p>
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Providers of transitional housing who receive a Supportive Housing Program grant for operation of the facility are not eligible for ESG funding for operations.

Evaluation of Applications/Criteria for award

Applications will be evaluated within 45 days of receipt for requested documentation and verification of number of beds, using the Certificate of Occupancy. If questionable, staff will use the previous grant year's statistical reports to determine average daily occupancy.

Funds will be awarded on a formula basis for applications received by the April 30, 2003 deadline. The amount for operations will be divided by the number of eligible beds, resulting in a per bed award for the year. Each recipient or project sponsor will receive an award determined by the number of eligible beds the applicant provides for homeless persons, pro-rated for the number of months the facility will be used to house homeless persons, or a percentage (50%) of the average daily attendance at day shelter programs.

Award letters will be provided to recipients by June 15, 2004. Grant agreements will be provided by June 30, 2004.

Applications are reviewed by staff in the Division of Housing's Shelter and Supportive Services unit.

Anticipated Number of Projects

DHCD expects to fund at least 80 grantees, providing a minimum of 2,400 beds in emergency shelter and transitional housing facilities, and providing drop-in services to approximately 130-150 clients per day.

Remaining Funds

Funds not requested before the end of the grant year (June 30, 2005) will be used for per bed funding in the next grant year or for special projects.

***Program Requirements***

Facility Standards

At a minimum, all facilities assisted with ESG must meet HUD Section 8 Housing Quality Standards and habitability standards. Staff may contact applicants who have not previously received ESG funds to schedule a facility tour prior to a funding decision. Staff may contact all applicants for verification or clarification of information or for additional information prior to a funding decision.

Match

Recipients of ESG funds are required to provide a dollar-for-dollar match. The match must be for the specific project for which ESG funding is requested and must be received and expended within the grant year.

Eligible sources of match are: recipient cash, nonfederal grant funds, in-kind donations and volunteer hours valued at \$5.00 per hour.

<p style="text-align: center;"><b>State Fiscal Year 2004 SHARE Federal Shelter Grant Operations of Shelter Facilities</b></p>
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#### Additional Requirements

All applicants must be in good standing with the Department for homeless assistance grants previously received. Primarily religious organizations must agree to provide all activities under this program in a manner that is free from religious influences. Recipients must abide by the requirements detailed in the *Federal Register Part II CFR Part 576*, the Housing and Community Development Act of 1992, regulations related to Lead-Based Paint Hazards, and other applicable federal and state regulations. Additional requirements, including reporting requirements, will be communicated prior to executing a Grant Agreement.

Applicants, excluding winter shelters only, are required to offer intake, case management and information and referral services at a minimum. Providers of emergency shelter, excluding winter shelters and day shelters, must be able to document that thirty percent (30%) of the homeless households (a household may be a family or a single individual) served exit into transitional or permanent housing. Providers of transitional housing must be able to document that a minimum of seventy percent (75%) of households served exit into permanent housing.

#### Local Approval

Nonprofit applicants must submit a Certification of Local Approval for the project, signed by an authorized local government official.

#### Additional Documents

Additional documents required with the application are:

- Organizational Chart with all vacancies indicated
- Position Descriptions for all staff positions
- Current Fire Inspection for each facility to be assisted with funding
- Certificate of Occupancy for each facility to be assisted with funding
- Certifications and Assurances form, signed by an authorized representative of the applicant
- Board Resolution form for nonprofit applicants or Governing Body Resolution for local government applicants
- Current Financial Management System Information form
- Applicant's most recent audit report or most recent financial statement
- Applicant's operating budget for the current year
- Admissions policy and intake forms/documents

#### ***Eligible Activities***

Eligible activities are the costs of operations of programs for the homeless, and staff costs for operations of facilities that do not exceed ten percent (10%) of the ESG award.

#### ***Ineligible Activities***

ESG funds for operations may not be used for the following activities or for any activity that is in violation of federal law or the laws of the Commonwealth of Virginia:

- provision of shelter or services to persons other than those who are homeless;
- provision of emergency shelter for the homeless where clients are charged a fee or rent, required to make a donation or other compensation to receive shelter or services;

<p style="text-align: center;"><b>State Fiscal Year 2004 SHARE Federal Shelter Grant Operations of Shelter Facilities</b></p>
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- provision of transitional housing program receiving a HUD Supportive Housing Program grant for operations, Section 8 Program subsidy or any other governmental rental subsidy;
- provision of transitional housing where rents exceed 30% of the resident's income;
- provision of transitional housing where annual income from rents exceeds 50% of the organization's total budget for the transitional housing program;
- to acquire real property (buildings, land and structures), including mortgage payments;
- for building conversion or shelter renovation, rehabilitation or repair, or the fees associated with these activities;
- for homeless prevention activities such as, but not limited to, mortgage or rental assistance and rental or utility deposits; and
- provision of shelter beds for which third-party payments are received, including per diem payments from other State agencies and bed set-aside under a purchase of service contract.

***Facility Standards***

At a minimum, all facilities assisted with ESG must meet HUD Section 8 Housing Quality Standards and habitability standards. Staff will contact applicants who have not previously received ESG funds for operations to schedule a facility tour prior to a funding decision. Staff may contact all applicants for verification or clarification of information or for additional information prior to a funding decision.

***DHCD Technical Assistance***

For information on ESG operations or the application process, contact:

Isaac Davis, Program Administrator  
Virginia Department of Housing and Community Development  
The Jackson Center  
501 North 2<sup>nd</sup> Street  
Richmond, Virginia 23219  
Telephone: (804) 371-7100  
Facsimile: (804) 371-7091  
E-mail address: [SASSunit@dhcd.virginia.gov](mailto:SASSunit@dhcd.virginia.gov)



<p style="text-align: center;"><b>State Fiscal Year 2004 SHARE Federal Shelter Grant Pilot Project: Housing and Prevention</b></p>
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## **Background**

### ***Study on Rural Homelessness***

House Joint Resolution 257 (2000), continued under Senate Joint Resolution 446 (2001), requested the Virginia Housing Study Commission, with assistance from the Virginia Interagency Action Council for the Homeless (VIACH), to study the number and needs of homeless persons in rural areas of the Commonwealth and recommend strategies to foster their self-sufficiency.

Following its intensive and groundbreaking seventeen-month study, the VIACH Rural Homelessness Subcommittee unanimously recommended a bold new pilot project designed to reduce and ultimately prevent homelessness in rural (nonmetropolitan) areas of the Commonwealth. (A listing of nonmetropolitan and metropolitan cities and counties is included as Appendix A.) As clearly evidenced in the 2001 Virginia Rural Homelessness Survey conducted by the Virginia Center for Housing Research in conjunction with HJR 257, current approaches are inadequate to address homelessness in rural Virginia.

Focus groups including providers of services to the homeless and other low-income populations were held to review preliminary survey findings, evaluate factors contributing to homelessness, and offer recommendations based on experience with clients and service areas. Recurrent themes and areas of concern related to the pilot project as identified in the Virginia Housing Study Commission 2001 Annual Report included:

- ❑ Case Management Needs
  - Life skills training for recipients of public assistance such as Section 8 and Temporary Assistance to Needy Families (TANF) to prevent eviction
  - Home maintenance, including cleaning skills and property preservation information
  - Budgeting
- ❑ Transportation Needs
  - Free or income-based
  - Flexible schedule
- ❑ Coordination/Collaboration Needs
  - (Among and between nonprofits, private sector, faith community, local housing authorities, and local, state, and federal agencies)
- ❑ Child Care Needs
  - (Especially for parents working non-traditional hours)
- ❑ Housing Needs
  - Emergency shelter (including facilities to preserve intact families)
  - Transitional housing
  - Transitional housing-type services for residents of permanent housing
  - Affordable permanent housing
- ❑ Substance Abuse Prevention and Counseling Needs

<p style="text-align: center;"><b>State Fiscal Year 2004 SHARE Federal Shelter Grant Pilot Project: Housing and Prevention</b></p>
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(Particularly in areas experiencing a dramatic increase in substance abuse)

- ❑ Prevention Opportunities
  - Case management for residents of permanent housing
  - Intervention/service referrals in the evictions process

The Virginia Housing Study Commission 2001 Annual Report also identified key anecdotal and statistical findings about homelessness in the non-metropolitan areas of Virginia. These are as follows:

- ❑ Individuals are homeless or at-risk of homelessness for a number of primary reasons, including but not limited to, mental illness, mental retardation or borderline retardation, loss of employment, and lack of basic life skills.
- ❑ No one response of referral is effective for all homeless or at-risk people.
- ❑ Homeless or at-risk individuals and families are caught in a maze of referrals to services that may be located far from their current place of residence, if such services are available at all.
- ❑ Long-term, intensive case management is critical in many cases to break the cycle of homelessness.

In response to the recommendations of HJR 257, the Virginia Department of Housing and Community Development reserved \$150,000 from the Virginia SHARE Federal Shelter Grant (ESG) program for a comprehensive, regional system of outreach, intake and assessment, service referral and case management for families and individuals who are homeless.

Virginia's ESG program, the SHARE Federal Shelter Grant (ESG): Housing and Prevention, is designed to intervene in cases where eviction or foreclosure is imminent to prevent homelessness, and to assist homeless persons in obtaining and maintaining permanent housing. Housing is the emphasis of the pilot project.

ESG funding for essential services and prevention benefits local government and nonprofit providers of services for low-income and/or homeless families and individuals in non-metropolitan jurisdictions in Virginia. However, the primary beneficiaries are at-risk and homeless families and individuals.

Funding for essential services and prevention activities from the federal fiscal year 2004 ESG allocation totals \$150,000, available to continue funding for two recipients, providing financial assistance with housing and supportive services to at least 50 households. It is estimated that 70% of the funds will be used for prevention activities and 30% for essential services. If available, carry-over funds from previous grant years will be used to fund additional projects.

By January 1, 2005, DHCD will review all requests for ESG funding for prevention and essential services to determine usage for the grant year. Funds not used during the grant year will be reallocated to current recipients for operations or special projects.

<p style="text-align: center;"><b>State Fiscal Year 2004 SHARE Federal Shelter Grant Pilot Project: Housing and Prevention</b></p>
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### **Application Process**

A notice stating that the application was mailed to shelter providers and other eligible applicants in non-metropolitan areas of the Commonwealth.

### ***Application Due Date***

The applications were received by June 5, 2003.

### ***Funded Applicants***

Eligible applicants were nonprofit and local government providers of emergency shelter and/or transitional housing, community action agencies, public housing authorities, planning district commissions, local departments of social services, local departments of health, area agencies on aging, faith based organizations, community action agencies, and nonprofit housing organizations in non-metropolitan areas of Virginia. (See Appendices for a listing of non-metropolitan and metropolitan jurisdictions.)

Funding was awarded to New River Community Action Agency and People Incorporated of Southwest Virginia on June 23, 2003 with contracts issued on August 14, 2003.

### **Remaining Funds**

Funds not requested before the end of the grant year (June 30, 2004) were used to extend the projects into this grant year and will be supplemented by FY2004 grant year funds.

### ***Program Requirements***

#### **Match**

Recipients of ESG funds are required to provide a dollar-for-dollar match. The match must be for the specific project for which ESG funding is requested and must be received and expended within the grant year.

Eligible sources of match are: recipient cash, nonfederal grant funds, in-kind donations and volunteer hours valued at \$5.00 per hour.

#### **Local Approval**

Nonprofit applicants must submit a Certification of Local Approval for the project, signed by an authorized local government official.

#### **Additional Documents**

Additional documents required with the application are:

- Certifications and Assurances form, signed by an authorized representative of the applicant
- Board Resolution form for nonprofit applicants or Governing Body Resolution for local government applicants
- Current Financial Management System Information form
- Applicant's most recent audit report or most recent financial statement

<p style="text-align: center;"><b>State Fiscal Year 2004 SHARE Federal Shelter Grant Pilot Project: Housing and Prevention</b></p>
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***Eligible Activities***

Eligible activities include:

- ❑ Short-term subsidies to defray rent and utility arrearages for families that have received eviction or utility termination notices and are ineligible for assistance through the SHARE Homeless Intervention Program (short-term rental and utility assistance is limited to six months of arrearages);
- ❑ Security deposits or first month's rent to permit a homeless family to move into its own apartment if the family is ineligible for assistance through the SHARE Homeless Intervention Program;
- ❑ Mediation programs for landlord-tenant disputes;
- ❑ Legal services programs for the representation of indigent tenants in eviction proceedings;
- ❑ Other innovation programs and activities designed to prevent the incidence of homelessness;
- ❑ Assistance in obtaining permanent housing;
- ❑ Assistance in obtaining Federal, State and local assistance, including mental health benefits, employment counseling, medical assistance, Veteran's benefits, and income support assistance such as Supplemental Security Income benefits, Temporary Assistance to Needy Families, General Assistance, and Food Stamps;
- ❑ Supportive Services such as child care, transportation, job placement and job training; and
- ❑ Staff salaries necessary to provide the above services.

All activities must comply with the Federal Register part II 24 CFR Part 576.

***Ineligible Activities***

ESG funds for prevention and essential services may not be used for the following activities or for any activity that is in violation of federal law or the laws of the Commonwealth of Virginia:

- For renovation, rehabilitation, or conversion of buildings or facilities, or the fees associated with these activities
- operations of emergency shelter and/or transitional housing facilities
- staff costs for shelter-based programs for the homeless

***Technical Assistance***

DHCD will provide technical assistance upon request. The DHCD contact is:

Joe Speidel, Program Administrator  
Virginia Department of Housing and Community Development  
The Jackson Center  
501 North 2<sup>nd</sup> Street  
Richmond, Virginia 23219  
Telephone: (804) 371-7100  
Facsimile: (804) 371-7091  
E-mail address: SASSunit@dhcd.virginia.gov

## Appendix A – Non-Metropolitan Jurisdictions

<i>Non-Metropolitan Counties</i>	
Accomack	Alleghany
Amelia	Appomattox
Augusta	Bath
Bland	Brunswick
Buchanan	Buckingham
Caroline	Carroll
Charlotte	Craig
Cumberland	Dickenson
Essex	Floyd
Franklin	Frederick
Giles	Grayson
Greensville	Halifax
Henry	Highland
King and Queen	King William
Lancaster	Lee
Louisa	Lunenburg
Madison	Mecklenburg
Middlesex	Montgomery
Nelson	Northampton
Northumberland	Nottoway
Orange	Page
Patrick	Prince Edward
Pulaski	Rappahannock
Richmond	Rockbridge
Rockingham	Russell
Shenandoah	Smyth
Southampton	Surry
Sussex	Tazewell
Westmoreland	Wise
Wythe	

## Appendix B - Metropolitan Cities and Counties

<i><b>Metropolitan Area</b></i>	<i><b>Cities and Counties Included</b></i>
Charlottesville, VA	City of Charlottesville, Counties of Albemarle, Fluvanna, and Greene
Clarke County, VA	County of Clarke
Culpeper County, VA	County of Culpeper
Danville, VA	City of Danville, County of Pittsylvania
Johnson City-Kingsport-Bristol TN-VA	City of Bristol, Counties of Scott and Washington
King George County, VA	County of King George
Lynchburg, VA	Cities of Lynchburg and Bedford, Counties of Amherst, Bedford and Campbell
Norfolk-Virginia Beach-Newport News, VA-NC	Cities of Chesapeake, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach and Williamsburg, and Counties of Gloucester, Isle of Wight, James City, Mathews, and York
Richmond-Petersburg, VA	Cities of Colonial Heights, Hopewell, Petersburg, and Richmond, and Counties of Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, New Kent, Powhatan, and Prince George
Roanoke, VA	Cities of Roanoke and Salem, Counties of Botetourt and Roanoke
Warren County, VA	County of Warren
Washington, DC-MD-VA	Cities of Alexandria, Fairfax, Falls Church, Fredericksburg, Manassas, and Manassas Park, Counties of Arlington, Fairfax, Fauquier, Loudoun, Prince William, Spotsylvania, and Stafford

### Appendix C: 2004 Anticipated Emergency Shelter Grant Activities

Program	Amount	Program Income	Maximum/Minimum	Dates	Recaptured or Unused Funds	2004 Goal
<b>Shelter Operations</b>	\$1,178,066	NA	Allocated per bed Non-Competitive	Application 4/30/04 Award: 6/15/2004	Funds not used during grant year will be carried over to next year's funding or reallocated to current recipients for operations or special projects.	<ul style="list-style-type: none"> <li>• Fund 80 sub-recipients and a minimum of 2,400 beds</li> <li>• A minimum of 30% of the homeless households served in emergency shelters in fiscal year 2004 will move into transitional or permanent housing.</li> <li>• A minimum of 75% of the households who are housed in a transitional housing program in fiscal year 2004 will move to permanent housing.</li> <li>• Move 5,000 homeless individuals and families into permanent housing each year of the biennium.</li> </ul>
<b>Housing and Prevention (Pilot)</b>	\$ 150,000	NA	Maximum: \$150,000 Awarded in 2003	Carried over from 2003	Funds not expended by 6/30/05 will be used to extend project into next grant year or reallocated to per bed funding in next grant year.	<ul style="list-style-type: none"> <li>• Housing and supportive to at least 100 homeless households</li> </ul>
<b>Administration</b>	\$ 69,898	NA	5% of total grant			
<b>Recapture</b>	\$ 49,847					
<b>Total Grant</b>	<b>\$1,447,811</b>					